Government of
Saskatchewan

Annual Report
1991-92

Saskatchewan
Human Resources,
Labour and Employment

for fiscal year ending
March 31, 1992

Published by Authority of
The Honourable Robert W. Mitchell
Minister

Saskatchewan
Human Resources,
Labour and Employment

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Letters of Transmittal

The Honourable Sylvia Fedoruk
Lieutenant Governor
Province of Saskatchewan

May it Please Your Honour:

I respectfully submit the Annual Report of the Department of Human Resources, Labour and Employment for the fiscal year ending March 31, 1992.

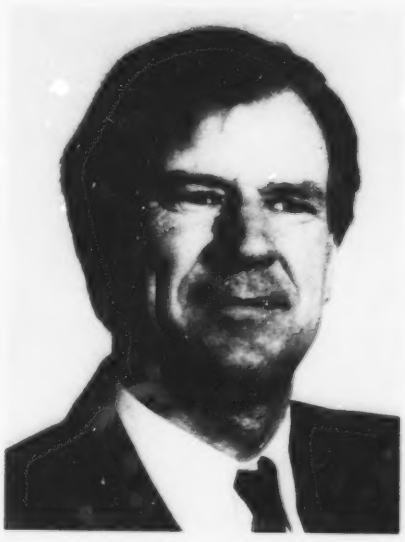
Robert W. Mitchell
Minister of Human Resources,
Labour and Employment

The Honourable Robert W. Mitchell
Minister of Human Resources,
Labour and Employment

Dear Sir:

I have the honour of submitting the Annual Report of the Department of Human Resources, Labour and Employment for the year ending March 31, 1992.

Respectfully submitted



Ronald J. Kruzeniski
Acting Deputy Minister

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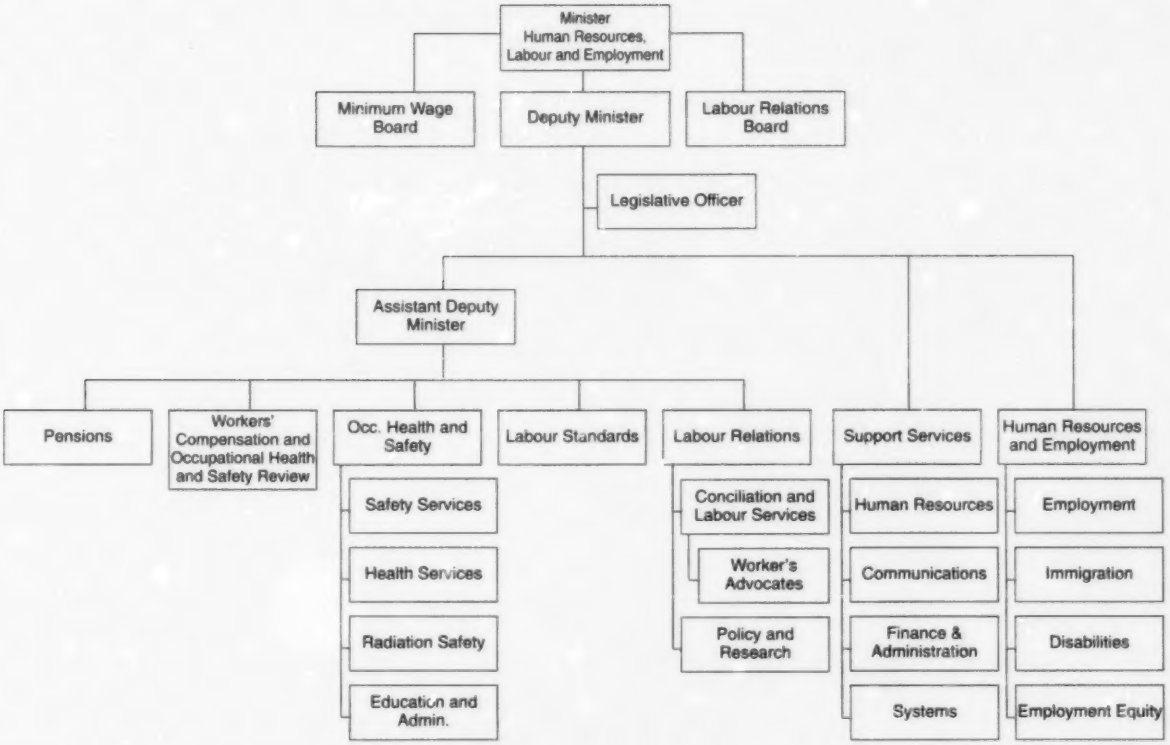
Organization Chart

Saskatchewan Human Resources, Labour and Employment*
March 31, 1992



* Known as the Department of Labour effective June 1, 1992

Our Mission

Mission: Working with Saskatchewan people to enhance work and life by

- Promoting and enhancing employment opportunities for Saskatchewan people
- Promoting occupational safety and health to improve the well-being of people
- Enforcing and promoting basic employment standards in the workplace
- Working towards an informed, productive and harmonious work environment
- Promoting and regulating specified pension plans
- Working towards equality and full participation for Saskatchewan people with disabilities
- Ensuring that targeted groups are treated fairly with respect to public service employment
- Working towards an effective departmental work environment
- Ensuring adherence to sound administrative and financial management principles
- Promoting programs and initiatives through effective communications

Key Objectives and Achievements for 1991-92

A. Legislative Initiatives

1. **Objectives:** To review, and if desirable amend, the legislation in consultation with labour, employers and other interested parties. The reviews to be conducted by the following:

   - Pension Benefits Act Review Panel
   - Occupational Health and Safety Council
   - Farm Safety Advisory Committee
   - Trade Union Act Review Committee
   - Workers' Compensation Act Review Committee
   - Construction Industry Advisory Committee

   Achievements: The department solicited candidates from interest groups to sit on the review committees. We provided administrative support throughout the processes. Each committee will provide their recommended changes to the legislation in the 1992-93 fiscal year.

B. Client Services and Social Policy Initiatives

1. **Objective:** Implement an Employment Equity strategy.

   Achievements: A proposal to enhance Employment Equity in government was prepared and reviewed by Cabinet.

2. **Objective:** Provide information on Labour market shortages, career opportunities and job search techniques for young people and immigrants.

   Achievement: We developed the "Saskatchewan Labour Market Overview, 1990 to 1995" in cooperation with Employment and Immigration Canada (EIC). The booklet "Beginning a Career – A Look At Jobs In Saskatchewan" was revised and will be reprinted in 1992-93. In conjunction with EIC, we designated critical skill shortages and continued to assist private sector employers with recruitment for these occupations.

3. **Objectives:** Develop policies for:

   - Immigration
   - Labour Force Development
   - A Program for Older Worker Adjustment (POWA) for the Simpson Timber lay-offs
   - Job Creation for major projects

   Achievements: We commenced negotiations with EIC on an immigration agreement in cooperation with Saskatchewan Economic Development and Saskatchewan Intergovernmental Affairs. With the Department of Education, we negotiated a federal/provincial Labour Force Development Agreement for Saskatchewan. We negotiated a federal/provincial POWA agreement for older workers at Simpson Timber. Eligible employees are now receiving benefits under the new program. We promoted the employment of Saskatchewan workers on major construction projects. Saskatchewan participation on these projects was: Bi-Provincial Upgrader – 32%; Saskferco – 77%; Meadow Lake Pulp Mill – 71%; and Shand Power Plant – 88%. These projects are scheduled for completion in 1992.

4. **Objective:** Evaluate program delivery to smaller Saskatchewan municipalities.

   Achievement: As a result of the evaluation, Labour Standards information seminars were delivered to 10 rural communities.

C. Management Initiatives

1. **Objectives:** Provide management leadership to achieve departmental targets/objectives in:

   - Expenditures and revenue
   - Staff development
   - Employment Equity
   - Computer technology plans
   - Communications
   - Client service

   Achievements: In 1991-92, we achieved an underexpenditure in program services of $523,000. This represented a 5% savings.

   To ensure clients can easily understand all department communications, we introduced and implemented the Clear Language Program and trained all staff. Serving People First client evaluations surveys were also completed to enhance and improve the service we deliver to our clients.

   We implemented a work planning and review cycle, as well as Employment Equity initiatives. We also implemented the "Scoreboard" strategy where we communicated information, initiatives and achievements within the department. We developed a computer technology plan for the year. However, due to budget restraints, only low-cost initiatives were authorized.

   We surveyed departments and Crown Corporations to assess their awareness about disability issues, in particular, employment. Based on this information, we developed awareness workshop presentations.

D. Human Resource Strategy

The department actively sought input from employees on ways to improve service and efficiency to our clients as well as to find ways of improving the working environment.

Each branch had quarterly stewardship review meetings with their executive contact on the annual branch and unit objectives. The first and third quarter stewardship meetings included unit/section heads and branch heads, while the second and fourth quarter stewardship meetings included all employees. Employees were encouraged to ask questions and the executive contact provided feedback and recognition on the branch accomplishments.

The Employee-Management Advisory Council (EMAC) met monthly to talk about issues and concerns of non-supervisory employees in the department. EMAC was established in 1988 to provide employees with a forum to bring forward their ideas and concerns which couldn't be dealt with through normal channels. Employee representatives are chosen by their peers. The department Executive Committee and the Human Resources Consultant are also on EMAC. In 1991-92, the committee's accomplishments included:

- A revised Development Plan form which is used in creating individual training and development plans;
- A new departmental employee training policy; and
- A survey of departmental employees on the need for, and interest in, the various departmental committees, as well as revised guidelines for membership on the committees.

The committee breaks during the summer, but will resume fall meetings.

"Serving People First" committees had been established in each branch to develop better methods of providing service to our clients. Systems were audited for effectiveness and standards developed as part of the strategy. Employee recognition was also built into the structure. The department also implemented "Clear Language" throughout the organization. The intent is to ensure we are writing in terms our clients can easily understand. Clear Language also improves the quality of service offered to our clients by saving time and reducing errors in interpretation. We trained internal facilitators to deliver the seminars.

The department actively pursued employment equity by targeting certain positions for target group members, ensuring adequate training was provided, enhancing employee awareness through seminars, and providing developmental assignments for employees (nine new assignments in 1991-92 and 18 continuing from 1990-91). The departmental Employment Equity Committee has both union and non-union members who are chosen to reflect a cross-section of occupations in the department. The committee meets quarterly and part of the meeting includes reporting the progress on goals and objectives to the executive management committee.

Administrative Services

Program Description

We provide administrative support services to the Department of Human Resources, Labour and Employment, the Women's Secretariat and the Indian and Metis Affairs Secretariat.

Program Delivery

The services we provide include human resources management and development, communications, financial planning and information systems, accounting and administrative services, and computer systems.

Communications: The manager, information officer and a secretary shared between two units – develop communications plans with program areas; establish and maintain approval and procedure systems; produce all internal and external print, audio-visual and display materials in cooperation with program areas; and ensure all communication media conform to the department mission.

Finance and Administration: With seven people, a senior financial advisor, an administrative officer and five support staff, we organize the financial planning and budgeting; process and analyze expenditures and revenues; process invoices for payment; audit and develop improvements to client accounting and administrative systems; prepare financial statements and reports; coordinate purchasing, telephones, accommodation, furniture, government vehicles and parking; and play a lead role in implementing environmental initiatives within client agencies.

Human Resources Management: The human resources consultant, personnel officer and a secretary shared between two units, administer collective agreements and benefits plans; coordinate recruitment and job evaluation activities; plan and coordinate training and development; coordinate work planning and review processes; develop personnel policies and systems; implement employment equity initiatives; and develop and maintain personnel information systems.

Systems: Our three member team – a manager of systems, a network co-ordinator and a co-op student, plan and coordinate purchases of computer equipment and software; provide training and technical assistance to staff; and develop new computer systems and processes.

Working Environment and Annual Goals

We developed objectives for 1991-92 which outlined the types and level of services we provide to our clients, and set goals for improving those services. The branch established four main objectives:

- To provide better information to all employees about their leave and attendance information;
- To improve communications tracking and financial information;
- To enhance the department's spreadsheet and business graphics software; and
- To implement an identification and inspection system for Occupational Health and Safety Branch.

Major Activities

All goals were successfully achieved during the year under review. We installed an automated system to provide better information to all employees on attendance and leave credits. Training and workers' compensation statistics will be added in 1992-93.

We started to develop an automated tracking system to improve information for program managers and branch staff on communications projects. This will be completed in 1992-93.

A spreadsheet and business graphics software package was added to the department's Local Area Network and staff were trained to use it. We will provide training in word processing to all users in 1992-93.

The unit started to work with staff in Occupational Health and Safety to implement the Occupational Health and Safety Workplace Identification and Inspection System.

Program Finances

See page 22 for financial information.

Critical Assets of the Program

Information which is critical to department activities is safeguarded by the use of off-site storage of critical files as well as subscribing to disaster recovery services for information stored on computer. We also use easily replaceable microcomputer technology for our in-house network and database equipment.

Disabilities Directorate

Program Description

The Disabilities Directorate was formed in 1989. Our two member staff works with individuals, public interest groups, and government departments to enhance the independence and community integration of Saskatchewan citizens with disabilities.

In addition to representing the interests of the disability community on numerous government and non-government committees, we provide information and awareness regarding provincial programs and services for clients with disabilities and other interested parties. We also research and develop policies concerning disability issues; consult with agencies, advocacy groups and government departments; offer employment awareness workshops; and provide administrative support to the Premier's Disabled Persons Advisory Committee.

Program Delivery

Through information and referral, the Directorate provides citizens with disabilities a 'window into government'. To facilitate provincial hiring, we also offer employment awareness workshops to government departments, while maintaining an inventory of job-seekers with disabilities. The resume inventory files are kept locked at all times and are backed-up on secure computer diskettes. To respect client confidentiality, they are only shared with the Public Service Commission and government human resource managers. The unit also reviews disability-related issues with the public and private sector and makes recommendations for social change.

Working Environment and Annual Goals

According to the 1986 census, there are 66,190 disabled persons aged 15 to 64 years living in Saskatchewan. Of this group, 32,015 are employed, 3,805 are unemployed, and an additional 29,475 are listed as "not in the labour force". Among this last group, many are currently taking educational training, and many others would work if a job was available.

The provincial government recognizes both the social and economic importance of providing employment opportunities for persons with disabilities. Our goal, therefore, is to work with employers to recruit employees with disabilities at the rate which they are statistically represented in Saskatchewan's labour force.

Major Activities

The Directorate provides administrative support to the Premier's Disabled Persons Advisory Committee (PDPAC). PDPAC was created in 1989 to ensure that government programs and policies reflect the needs and capabilities of Saskatchewan persons with disabilities. In 1991, the committee consisted of 13 delegates from across Saskatchewan, representing various disability interests. Through its work with agencies and consumer groups, PDPAC assisted the province in promoting the full and equal participation of citizens with disabilities in all aspects of our social, economic and cultural life. Released in September 1991, the committee's first report, **Abilities '91**, contained 49 recommendations to improve the quality of life of persons with disabilities in Saskatchewan.

In addition to supporting PDPAC, we have been involved with a number of interdepartmental committees dealing with disability interests. These include the Interdepartmental Committee on Disability Issues, the National Access Awareness Steering Committee and the Attendant Care Task Force.

In April 1991, we held a two-day workshop to familiarize provincial human resource managers with the challenges facing workers with disabilities and the special talents these persons bring to the work-place. Experts in the field of vocational services for clients with disabilities assisted with this workshop. Since then, additional workshops have been delivered to individual departments by Disabilities Directorate staff.

Program Finances

See page 22 for financial information.

Employment Equity

Program Description

With Employment Equity we want to ensure that all persons have fair and equitable access to employment opportunities. The Employment Equity Coordinator works to remove barriers to employment and promotion and encourages training opportunities for all workers.

The Government of Saskatchewan's Employment Equity Program ensures that women, persons of Aboriginal ancestry and persons with disabilities are treated fairly for employment in the public service. The program is approved under Section 47 of *The Saskatchewan Human Rights Code.*

Program Delivery

The Provincial Employment Equity Coordinator initiates and coordinates policy development for provincial government employment equity activities. The coordinator also consults with unions, voluntary organizations and other interest groups to promote employment equity; assist and advise other government departments and agencies in the implementation of employment equity programs; and gather information to improve policies and programs.

Working Environment and Annual Goals

Departments have set employment equity goals so that target groups may be employed in proportion to the numbers they represent in the labour force. Special efforts or training may be required to accomplish this.

The Saskatchewan Human Rights Commission has approved long-term goals for each of the designated groups, women in management and non-traditional occupations – 43%, persons of Aboriginal ancestry – 12.2%, and persons with disabilities – 6.2%.

Table 1 shows how target groups are represented in the public service. At present, women fill 26.8% of all management and professional level positions and 19.8% of all non-traditional positions. Of all public service employees, 3.1% were persons of Aboriginal ancestry and 2.4% were persons with disabilities.

Major Activities

The government and both public sector unions work together to implement three employment equity plans for out-of-scope employees, Saskatchewan Government Employees' Union members and Canadian Union of Public Employees Local 600 members.

Twenty-one departments, three secretariats and one Treasury Board Crown corporation developed and implemented employment equity activities during 1991-92.

The coordinator made presentations and conducted workshops on employment equity. She also worked with unions to develop employment equity plans and assisted departments and non-government agencies with their efforts. She collected statistics on goals and achievements and compiled the Employment Equity Annual Report for 1991-92.

Special employment equity activities initiated in the public service included: advertising and promoting, recruiting and selecting, staff development, and education and awareness. In addition, renovations continue to be made in government-owned and leased buildings to make them accessible to persons with disabilities.

Table 1

Target Group Representation in the Public Service as of March, 1988-92*

	1988	1989	1990	1991	1992
Women in Management**	23.1%	24.0%	25.0%	26.1%	26.8%
Women in Other Non-Traditional Occupations***	11.0%	18.1%	18.5%	19.3%	19.8%
Persons of Aboriginal Ancestry	4.5%	2.9%	3.0%	2.9%	3.1%
Persons with Disabilities	0.9%	2.3%	2.3%	2.3%	2.4%

** 1989-92 figures are based upon self-identification; 1988 figures include other means of identification.*
*** Management includes all levels of the Management and Professional Classification Plan.*
**** Other non-traditional occupations are defined as those which have fewer than 30% of the positions occupied by women along with appropriate related classifications.*
Source: Unpublished data, Human Resources System, Public Service Commission

Employment

Program Description

The Employment Unit coordinates, develops and implements policies and programs related to the labour market and promotes the creation of employment opportunities for Saskatchewan people, in particular the target group members – persons of Aboriginal ancestry, women, youth, and persons with disabilities.

Legislation

The Government Organization Act provides the authority for the Minister to make program grants.

The Human Resources, Labour and Employment Act enables the Minister to implement programs that provide jobs to Saskatchewan residents.

The Saskatchewan Opportunities Program Regulations, 1991 describes the program guidelines.

Program Delivery

The unit promotes hiring Saskatchewan residents, especially target group members, on major construction projects. We also develop and co-ordinate provincial employment initiatives, provide career information and review labour market matters with other departments and levels of government.

The unit is responsible for the provision of analytical research, evaluation and development of policies and programs, and advisory services to senior management and other agencies.

We administered the Opportunities '91 Student Summer Employment Program and developed youth employment policies and programs.

The unit has seven permanent positions. These people include an executive director, a manager of the youth unit, a manager of policy, a senior policy analyst – major projects, an administrative officer and two secretaries. In addition, six temporary staff were employed in the delivery of the student summer employment program.

Working Environment and Annual Goals

Demographic Change: With an increasing aboriginal population, declining youth cohort and aging population, the make-up of the Saskatchewan workforce is changing in important ways.

Technological and Structural Change: Global markets and changing technology will force changes in Saskatchewan's economy. To remain competitive, the workforce must constantly upgrade their skills.

Unemployment/Underemployment: Out-migration, underemployment of disadvantaged groups and unemployment are serious social and financial concerns.

Human Resource Development: Saskatchewan's ability to compete and its future economic well-being depend on a highly skilled workforce. Workers and employers must work together with government to develop the province's human resources.

Major Activities

In 1991, we created 2,136 summer jobs for students under the Opportunities Program at a cost of $1.89 million. We completed 176 employer audits of the program.

Together with Saskatchewan Education, we negotiated a Canada-Saskatchewan Labour Force Development Agreement with the federal government.

We worked with the Bi-Provincial Upgrader, Shand Power Project, Millar Western Pulp Mill and Saskferco to increase hiring of target group members. Hiring activities by these firms and achievements regarding target group participation was later analyzed.

We surveyed 750 Saskatchewan construction firms to investigate the employment of construction tradespersons in Saskatchewan.

We completed a survey of 110 Saskatchewan manufacturing firms to identify labour supply in various trades and to better understand their training practices and needs.

Working with Employment and Immigration Canada, we reviewed the Canadian Occupational Projection System to forecast occupation demand for Saskatchewan. High demand occupations were identified to assist with career counselling and employment training programs.

We participated in the annual provincial training planning process and helped prepare the *Saskatchewan Labour Market Overview, 1990 to 1995* paper.

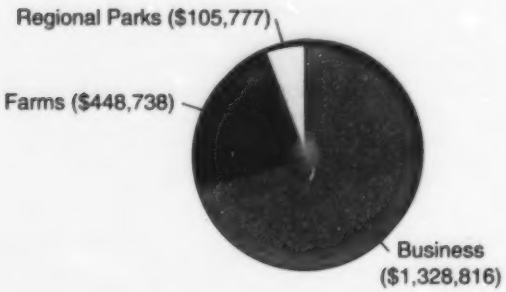
Program Finances

Opportunities Program

1990-91 expenditures – $2.108 million
1991-92 budget – $1.89 million
1991-92 expenditures – $1.884 million

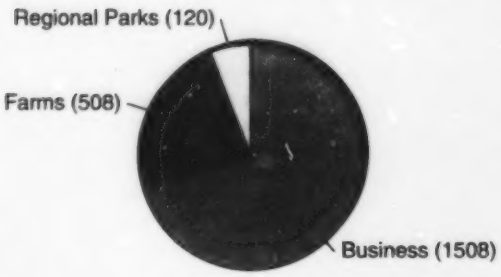
See page 22 for other financial information.

Figure 1
Opportunites '91 Program
Grant Payments by Sector



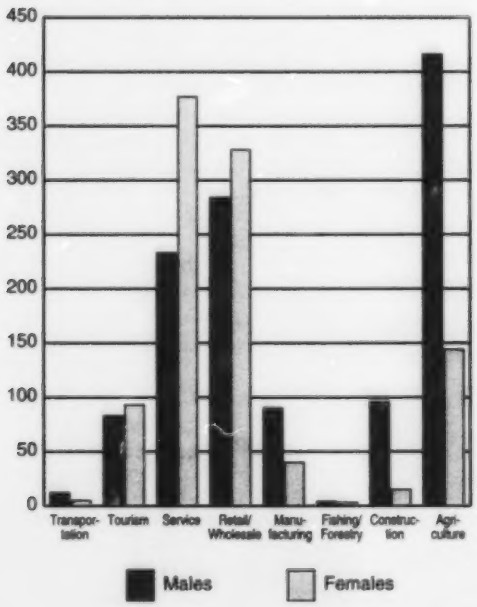
Source: Saskatchewan Human Resources, Labour and Employment, Employment Unit files.

Figure 2
Opportunites '91 Program
Jobs Created by Sector



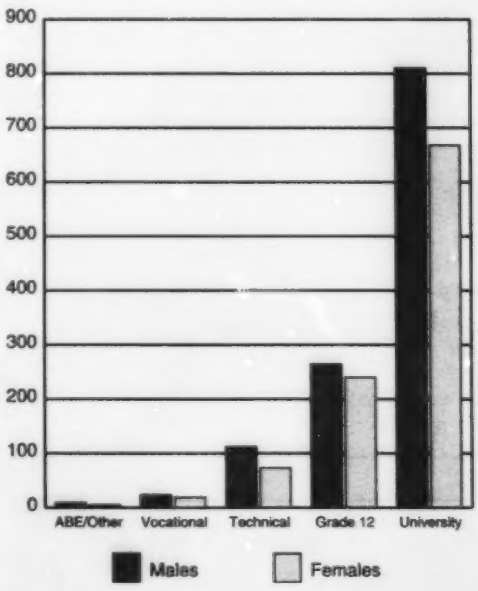
Source: Saskatchewan Human Resources, Labour and Employment, Employment Unit files.

Figure 3
Opportunites '91 Program
Student Employment by Industry



Source: Saskatchewan Human Resources, Labour and Employment, Employment Unit files.

Figure 4
Opportunites '91 Program
Education Level of Students



Source: Saskatchewan Human Resources, Labour and Employment, Employment Unit files.

Immigration

Program Description

Immigration Services develops and implements provincial immigration policies and activities to enhance economic, social and cultural life for the benefit of Saskatchewan residents, communities and employers. Under Canada's constitution, responsibility for immigration is shared between the federal and provincial governments. Saskatchewan is working towards a new federal/provincial agreement, to replace the one concluded in 1978. We require an agreement that better defines responsibilities of the two levels of government to meet our present needs and circumstances.

Program Delivery

With a new agreement, our recruiting activities will complement the government's economic strategy by addressing persistent shortages of critical labour skills through immigration. We also plan to promote Saskatchewan abroad to attract business immigrants who can contribute to our economic diversification goals. Immigration Services is also responsible for program funding to immigrant settlement agencies who help newcomers to integrate into our communities. Currently, two persons are dedicated to the immigration area.

Working Environment and Annual Goals

During 1991-92, with negotiations under way, we developed policies aimed at a revised immigration agreement. Recently, during broader constitutional discussions, the federal government has indicated it is prepared to conclude new immigration agreements based on provincial needs.

The unit also evaluated new policy directions initiated by the federal government in language training for newcomers as well as legislative changes to the immigration process.

Major Activities

Progress was made toward finalizing the new immigration agreement, which we expect may be concluded during 1992. The unit also compiled a list of designated occupations in short supply. We succeeded in attracting several high demand professionals in the health care field to serve the needs of Saskatchewan residents.

Overall, we saw a tangible increase in the in-take percentage of skilled workers from abroad. This category of immigrant has increased by 50 per cent over 1990 levels. Reflecting our commitment to rapid integration of new Canadians, we maintained historical funding levels to immigrant serving agencies to assist with their efforts in achieving successful settlement and retention of newcomers. Promotional materials, which present our life-style advantages, are being developed for future distribution overseas to encourage prospective immigrants to settle in Saskatchewan.

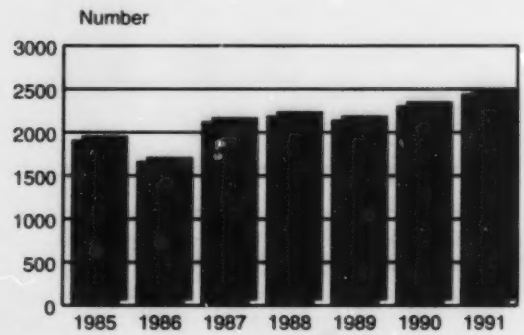
Program Finances

See page 22 for financial information.

Critical Assets

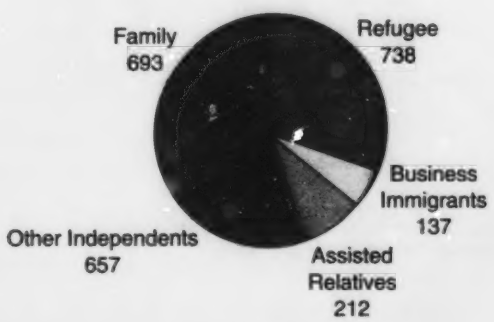
Under a new agreement, specialized immigration training for provincial officials has been offered by federal immigration authorities. Specialized knowledge about federal legislation and polices in this area will better enable Saskatchewan to undertake initiatives abroad.

Figure 5
Immigration to Saskatchewan
1985-91



Source: Employment and Immigration Canada

Figure 6
Immigration to Saskatchewan
by Immigrant Class, 1991



Source: Employment and Immigration Canada

Conciliation Services

Program Description

We provide conciliation and grievance mediation services to assist employers and unions in resolving disputes arising out of the collective bargaining process.

Goals and Objectives

Our goal is to promote and maintain harmonious labour-management relations in Saskatchewan. In doing so, we have two main objectives:

- To provide conciliation services in collective bargaining disputes; and
- To act as mediators in grievance disputes prior to the arbitration stage.

Program Delivery

Labour relations officers provide a voluntary conciliation service to assist employers and unions in resolving disputes arising out of the collective bargaining process, with a view to minimizing conflict and work disruption. This service is offered to labour and management upon the request of either or both parties involved in a labour dispute.

Disputes may arise during negotiations for first collective agreements or during the renewal of existing collective agreements. In disputes resulting in a work stoppage, where conciliation has not been requested, we may approach the parties with a view to resolving the dispute.

Major Activities

The staff of the Conciliation Services unit included the director and two labour relations officers.

During the year under review, labour relations officers were called upon to provide conciliation services in 40 cases involving a total of 12,322 employees, an increase over the previous year's figures of 26 cases involving 2,416 employees. Eight were carried over from the previous year. Table 2 provides a breakdown of the cases by industry.

Labour relations officers acted as mediators in two grievance disputes during the fiscal year, resolving one. This compares to 19 grievances with 11 resolutions during the previous year.

Table 2

Conciliation Summary, by Industry, 1991-92

Industry	Conciliations	Employees involved
All industries	40	12,322
Construction	–	–
Education	4	135
Finance and Business Services	1	11
Food and Accommodation	2	36
Government Services	3	91
Health and Social Services	4	6,079
Manufacturing	9	1,239
Mining	1	267
Transportation	4	535
Utilities	1	11
Wholesale and Retail Trade	11	3,918

Source: Saskatchewan Human Resources, Labour and Employment, Labour Relations Branch files.

Labour Policy and Research

Program Description

We provide advisory services and research expertise on legislative initiatives, as well as information on the labour market, working conditions and collective bargaining in Saskatchewan to employers, employees, trade unions, the public and other government departments.

Our goals are threefold:

- To provide timely, accurate information to our clients in a cost-effective manner;
- To assist in developing labour policy; and
- To improve the capability of the unit to meet the needs of unit staff, the department and our clients.

To achieve our goals, we have four objectives:

- To provide advisory services and research expertise on legislative initiatives and in the establishment of the department's position on a wide variety of issues;
- To collect, analyze and publish information on the labour market, working conditions, and collective bargaining in Saskatchewan;
- To provide research support services to other branches of the department; and
- To coordinate a variety of activities for the department.

The staff of the Labour Policy and Research unit included the director, three research officers and two support staff. The unit has two program components – policy analysis and research and data dissemination and analysis.

Policy Analysis and Research

We conduct research into a variety of labour issues on both an ongoing and ad hoc basis. This work may be carried out independently by the unit, with the assistance of other sections of the department, or in cooperation with federal agencies or other provincial agencies.

We provide liaison between the government and the International Labour Organization, a body of the United Nations. We are also responsible for providing research services to other branches of the department.

During the year under review, staff completed a study of the Regina and Saskatoon labour markets in response to the unemployment rate discrepancy indicated by the Statistics Canada Labour Force Survey. The study contrasted the demographics and labour market activities in the two cities. It concluded that the discrepancy existed because Regina and Saskatoon differ substantially in both labour supply and labour demand.

Changing economic and social factors, such as the increased participation of women in the workforce and the increasing proportion of elderly in the population, have forced employers, unions, and government to re-examine human resource policies, programs, benefits, and legislation related to family leave. In response to this scenario, we prepared a paper, "Leave from Work Arrangements", which examines leave-from-work legislation in all Canadian jurisdictions, leave provisions in current collective agreements in Saskatchewan, and current literature on the topic.

In cooperation with the Human Resources and Employment Branch of the department and Employment and Immigration Canada, we prepared *Saskatchewan Labour Market Overview, 1990 to 1995*. This paper outlines the major labour trends affecting Saskatchewan and analyzes those trends and their implications for human resource development.

We provided consultative services in support of department legislative initiatives. Staff members have participated in the review of *The Occupational Health and Safety Act* and *The Pension Benefits Act*, have provided research and policy analysis support for labour standards legislative policy initiatives, including the Minimum Wage Board, and provided advice and assistance for *The Workers' Compensation Act* Review.

On a regular basis throughout the year, we prepared speaking notes, briefing material, and correspondence for the Premier, Minister and Deputy Minister. We coordinated and prepared responses to reports and questionnaires of the International Labour Organization, and coordinated and prepared briefing material for the Minister and Deputy Minister for meetings of the Canadian Association of Administrators of Labour Legislation.

Trade Union Act Review. During the year, the Minister appointed a committee to review *The Trade Union Act* and make recommendations to him appropriate to the harmonious functioning of labour relations in Saskatchewan.

The Committee is equally representative of employers and labour organizations with Daniel Ish, a law professor and labour arbitrator, acting as the independent Chair of the nine-member group.

The Committee has solicited briefs from a variety of interested organizations. They will be holding public hearings and will present their report to the Minister in the next fiscal year.

Construction Industry Labour Relations Review. During the year under review, the Minister appointed a Construction Industry Advisory Committee to review the state of labour relations in the construction industry.

The twelve-member committee is equally representative of the building trades unions and contractors. It is co-chaired by Ken Ahl, Division Manager of Comstock Ltd., and Ed Cowley, Business Manager of Local 870 of the International Union of Operating Engineers.

The Committee will report to the Minister in the spring of 1992 on current issues within the industry and will make recommendations to address these issues.

Research and administrative support for the Trade Union Act Review and Construction Industry Advisory Committee is provided by the Labour Relations Branch.

Data Dissemination and Analysis

We collect, analyze, and disseminate information on labour topics to inform the public of labour market and collective bargaining trends. The projects in this program component are categorized into four main elements – wages and working conditions, collective bargaining analysis, labour market and economic indicators, and publications.

Survey of Wages and Working Conditions. We conduct a biennial survey designed to provide current information on occupational wage rates and working conditions within Saskatchewan. The survey, currently the only one of its kind in Canada, was developed in 1974 in response to continuing requests for information from individual employers and employees, employer and employee associations, unions, educational institutions, and career counsellors.

Over the years the survey results have been widely used for such purposes as collective bargaining, pay administration, and career counselling and planning.

Questionnaires are mailed to approximately 2,300 business establishments representing all major industries, firm sizes, and geographic locations. The questionnaires request information for approximately 450 occupations.

The survey results are presented in a report entitled *Wages and Working Conditions by Occupation*. The report, published in even years, is presented in three parts. The first two sections, which make up the bulk of the report, present the detailed pay, working conditions, and benefits data. The third section, the appendices, provide an explanation of methodology, including information on the industries, occupations, and geographic areas, and definitions of terms used.

Collective Bargaining Analysis. We collect, file, and analyze collective agreements and maintain a data bank of selected information from the agreements filed with the department under the terms of *The Trade Union Act*. Staff also collects and disseminates data on wage settlements, work stoppages, and union membership. Summary data on these topics is published in *The Saskatchewan Labour Report*.

There are over 600 currently active bargaining units under the jurisdiction of the provincial *Trade Union Act*, covering about 85,000 employees (excluding 12,000 teachers who are covered under *The Education Act*). Half of the bargaining units cover 25 or fewer employees and more than half of the covered employees work in the government, health, or social services industries.

Unit staff conduct an ongoing study of selected non-wage provisions from a sample of current collective agreements. The study and resulting report, *Non-wage Provisions in Saskatchewan Collective Agreements*, is of primary interest to employer and labour negotiators, conciliators, and arbitrators. It also provides an historical perspective on industrial relations, working conditions, and employee benefits in organized workplaces in the province.

The report, which has been published and distributed free of charge annually since 1971, includes a summary of prevalent provisions, trends, and recent developments, as well as detailed data tables divided into 16 major provision areas. The data tables show the number and per cent of agreements containing the provision and the number and per cent of employees covered by each provision. The 150 agreements included in the 1990 study covered over 17,000 employees in all industry sectors of the province. The 1991-92 report is scheduled for release in June 1992 and subsequent reports will be published biennially.

During the year under review, we completed a "Review of the Non-wage Provisions Study and Publication". The purpose of the review was to weigh the cost of conducting and publishing the annual study against client benefits, requirements, and expectations. The review summarized the history of the study, examined the costs and benefits associated with the study and presented options which would reduce the impact on resources and clients.

Work Stoppages. Statistics on the number of stoppages, workers involved, and worker-days lost are compiled on a monthly basis. Quarterly and annual summaries are published in *The Saskatchewan Labour Report.*

Table 3 shows the number of work stoppages that have occurred in Saskatchewan since 1987, by number of workers involved and worker-days lost.

Union Membership. We conduct an annual survey of unions active in Saskatchewan. The membership data collected by the survey is analyzed by jurisdiction, affiliation, sector, industry, and sex. The results are published in *The Saskatchewan Labour Report.*

Labour Market and Economic Indicators. We analyze and disseminate Saskatchewan selected labour market and economic information. Statistics Canada is the primary source of data pertaining to the labour force, employment, consumer price index, hours of work, and earnings levels. Summary data is published in *The Saskatchewan Labour Report.*

Publications. We produce three publications.

The Saskatchewan Labour Report, published quarterly, contains summary data on labour market indicators, earnings and the consumer price index, and collective bargaining. It also includes the written decisions of the Saskatchewan Labour Relations Board.

Wages and Working Conditions by Occupation, published biennially in even years, provides pay, working conditions, and benefits data for more than 300 occupations.

Non-wage Provisions in Saskatchewan Collective Agreements, now published biennially in even years, provides a summary of prevalent provisions and trends in current collective agreements.

Table 3
Work Stoppages,*
Number of Workers Involved and Worker-days Lost,
1987-91

Year	Number of work stoppages	Number of workers involved	Number of worker-days lost	Number of worker-days lost per non-agricultural paid worker**
1987	7	4,502	26,317	0.08
1988	17	7,150	66,595	0.19
1989	8	1,728	20,299	0.06
1990	15	4,016	25,331	0.08
1991	12	8,088	56,412	0.17

** Does not include work stoppages under federal jurisdiction.*
*** Number of non-agricultural paid workers as determined by Statistics Canada Labour Force Survey.*
Source: Saskatchewan Human Resources, Labour and Employment files and Statistics Canada, Labour Force, 71-001.

Figure 7
Number of Work Stoppages, 1987-91

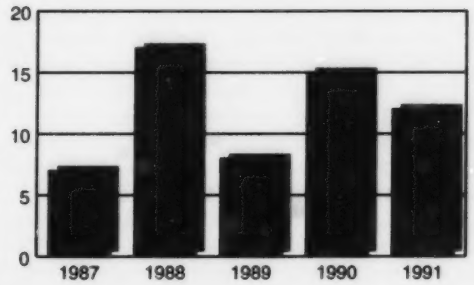
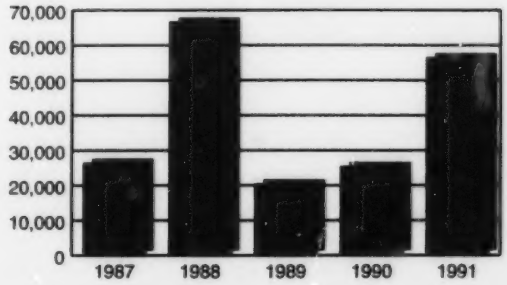


Figure 8
Number of Worker-days Lost, 1987-91



Office of the Worker's Advocate

Program Description

We provide assistance and advice to injured workers and their dependants who have difficult claims before the Saskatchewan Workers' Compensation Board. In order to provide an effective appeal mechanism for an aggrieved injured worker, *The Workers' Compensation Act* provides for the Office of the Worker's Advocate.

Program Delivery

Advocates advise, assist and represent injured workers or their dependants with appeals to the Saskatchewan Workers' Compensation Board.

Goals and Objectives

Our goal is to ensure that workers receive the benefits to which they are legally entitled under *The Workers' Compensation Act* and that claims are settled in a fair and equitable fashion.

In order to achieve our goal, we have four objectives:

- To advise workers on avenues of appeal;
- To prepare and submit appeals to the Workers' Compensation Board on behalf of injured workers;
- To work with individuals and workers' organizations to deliver educational programs and heighten awareness of *The Workers' Compensation Act*; and
- To prepare briefs and submissions on Board policy and *The Workers' Compensation Act.*

The advocates are employees of the department and are independent of the Workers' Compensation Board. We have access to all board files, records and other information relating to the claim under investigation.

Major Activities

The staff of the Office of the Worker's Advocate included five workers advocates and two support staff.

We open files under the name of the injured worker. Once a file has been closed, it may be re-opened if new information is presented which provides grounds to appeal a previous decision of the Workers' Compensation Board. The advocates may also re-open a file if a new problem arises on a previous claim or if approached concerning a new claim.

During 1991-92, 305 new claims were addressed and 70 closed files were re-opened, an increase over the 215 new claims and 50 files re-opened during the previous year.

A summary of the claims handled by the Office of the Worker's Advocate during the period under review is shown in Tables 4 and 5.

Table 4

Claims Processed by the Office of the Worker's Advocate, 1991-92

Claims	Number
Total claims	597
New claims	305
Claims carried over from 1990-91 fiscal year	222
Files re-opened	70
Claims closed	343
Claims remaining open on March 31, 1992	254

Source: Saskatchewan Human Resources, Labour and Employment, Labour Relations Branch files.

Table 5

Claims Processed by the Office of the Worker's Advocate, by Disposition, 1991-92

Disposition	Number
Information provided (inquiry)	516
Appeal to Appeals Committee	117
Appeal to members of Workers' Compensation Board	74
Appeal to the Earnings Replacement Committee	12
Appeal to claims officer	61
Appeal to Rehabilitation Department	1
Meetings with Earnings Replacement Division	–
Meetings with members of the Workers' Compensation Board	10
Request for a medical review panel	4

Source: Saskatchewan Human Resources, Labour and Employment, Labour Relations Branch files.

Labour Standards

Program Description

The Labour Standards Branch provides information and assistance to employers and employees, and enforces and promotes minimum employment standards established under *The Labour Standards Act.*

Working Environment

Our mandate is to enforce and promote minimum conditions of employment in the province. We have eight district offices located in major centres and are accessible to most Saskatchewan residents. The 23.1 branch positions include one director, one assistant director, one manager, 15 labour standards officers, and five support staff. We respond to approximately 500-600 telephone inquiries per day. Each year officers investigate over 3,000 complaints from employees alleging that they have not been treated properly by their employers.

Program Delivery

Officers of the branch investigate complaints laid by employees and attempt to collect any wages found owing from employers. Hearings are conducted to resolve disputes between employees and employers. Court judgements are obtained against individuals, corporations and corporation directors in order to collect wages for employees.

Information is provided to employers and employees about their statutory employment obligations and rights. This is provided by telephone, letter, pamphlets and information sheets. We also conduct information sessions for educational institutions, community groups and other associations to explain and promote adherence to employment standards.

Major Activities

We conducted a blitz of the major malls in Saskatchewan and distributed pamphlets and information to over 700 businesses. The branch also organized 10 information nights in major business centres throughout the province. These education activities are part of our ongoing attempt to increase public awareness of the minimum conditions of employment in the province. During the 1991-92 fiscal year the branch received 3,637 complaints. This was a decrease of 5% from 1990-91 but an increase of 17% from 1989-90. The number of complaints filed during the last two years has increased significantly. Officers in the Labour Standards Branch reduced the number of outstanding complaints to 936 at the end of March 1992 as compared to 1,256 at year end 1990-91.

Minimum Wage Board. A five member Minimum Wage Board, established by the Act, may by order determine various minimum employment standards including: minimum wage, minimum age, maximum work periods, maximum rates for room and board, and minimum rest periods. There are three such orders, Board Order 1989, and Order No. 2 (1981)and Order No. 3 (1981). The provisions of the Minimum Wage Board Orders in force during the fiscal year 1991-92 are summarized in Table 7.

Program Finances

See page 22 for financial information.

Table 6

Labour Standards Branch Acitivity Summary

	1991-92	1990-91	1989-90	1988-89	1987-88
Complaints Received	3,637	3,833	3,107	2,946	3,120
Wages Assessed for Employees ($thousands)	2,385	2,193	1,715	1,436	1,656
Third Party Demands Issues	227	328	361	304	271
Certificates Filed	208	195	202	171	190
Prosecutions Commenced	0	1	0	2	7

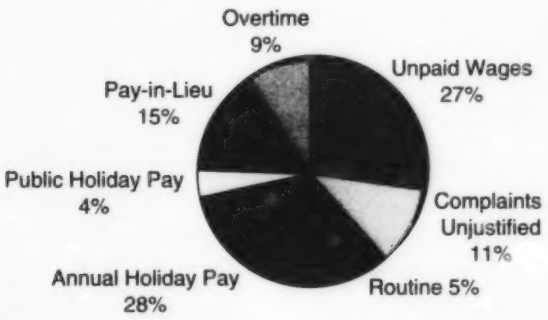
Source: Saskatchewan Human Resources, Labour and Employment, Labour Standards Branch files.

Table 7
Minimum Wage Board Orders in Force During 1991-92

Order	Applicable to	Minimum Wage Board Order Provisions
1989	All employers and employees	The minimum wage is $5.00 effective July 1, 1990. Every employee, other than a school student in regular attendance during the school term, a janitor, a noon-hour supervisor, a school bus driver, a caretaker, or a building cleaner, who is required to report for duty, other than for overtime, shall be paid a minimum sum of $15.00 commencing July 1, 1990, whether or not he or she is required to be on duty for three hours on that occasion.
No. 2	Hotels, restaurants, educational institutions, hospitals and nursing homes	Employers must provide certain benefits to employees with respect to working shifts, transportation for female employees, uniforms, meal periods, and meal charges.
No. 3	All employers and employees	Employers must deliver to each employee a detailed statement of earnings and deductions with each wage payment.

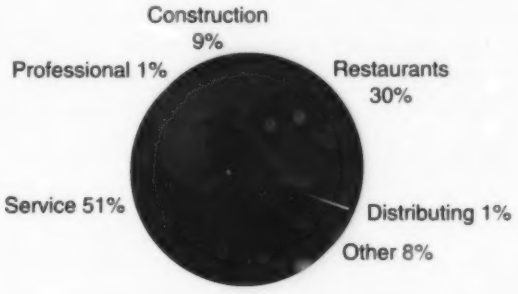
Source: The Minimum Wage Board Order, 1989 and The Minimum Wage Amendment Order, 1990.

Figure 9
Percentage of Complaints, by Section of *The Labour Standards Act, 1991-92*



Source: Saskatchewan Human Resources, Labour and Employment, Labour Standard Branch files.

Figure 10
Percentage of Complaints, by Sector, 1991-92



Source: Saskatchewan Human Resources, Labour and Employment, Labour Standard Branch files.

Occupational Health and Safety Education Services

Program Description

Education Services develops and delivers courses for occupational health committees, employers and workers. Empowered under *The Occupational Health and Safety Act*, we promote health and safety of workers. We are the primary source of training related to the responsibilities, duties and operation of occupational health committees in Saskatchewan. Print materials produced by the program support other branch services in publicizing occupational health and safety hazards and in promoting safe work practices in the province. We also promote farm safety through an education and public awareness program as well as operate a safety video loan service.

Program Delivery

The program is staffed by 10 employees. Their activities were: three to prepare and deliver courses, two for film/library loans, one for delivering the farm safety program, one for preparing publications, two support staff and one director. This staff develop and schedule occupational health and safety courses throughout the year and advertise them one to three months in advance. We produce and distribute occupational health and safety publications. Safety videos are loaned to committees, employers and workers.

Working Environment and Annual Goals

There is a constant demand for occupational health committee training due to normal turnover of committee members. In the past year, Occupational Health Officers have worked hard to increase the number of occupational health committees operating in the province. This activity, plus our efforts to advertise and promote the courses, has increased the demand for training even more.

Training courses are scheduled to respond to demand. In 1991-92, our goal was to introduce six new occupational health and safety courses, rewrite the Occupational Health Committee Manual, revise the Video Catalogue, and deliver farm safety seminars and school presentations on request.

Major Activities

Four Occupational Health Committee reference manuals and training courses were developed, pilot tested and introduced in 1991-92. As well, there were two specialized courses, one on safe trenching and a second on supervision and safety.

The number of training instructors was increased from one to two. This enabled delivery of 290 occupational health and safety courses, a 140 per cent increase over 1990-91.

Revisions to the Videc Catalogue, along with increased promotion to occupational health committees, resulted in a 48 per cent increase in video loans from 690 in 1990-91 to 1018 in 1991-92.

The farm safety program delivered 77 presentations to rural schools and farm groups. We also conducted 46 media interviews, published 24 articles, and attended 11 trade shows to promote farm safety. We organized the farm safety theme area for Agri-Ed Showcase during Agribition in November 1991.

Twelve new publications were produced and promoted through the introduction of a combined training schedule/publications list which was distributed to occupational health committees.

Occupational Health Services

Program Description

The program examines workplaces to identify and control conditions likely to cause ill health. Empowered under *The Occupational Health and Safety Act*, we are concerned with occupational health generally, as well as the maintenance of reasonable standards for the protection of the health and safety of workers and self-employed persons in Saskatchewan.

Program Delivery

The program is staffed by ten persons – seven hygienists, two toxicologists and one support staff. This nucleus of professional staff collect data to determine the risks to health and to evaluate and control hazardous work processes. We check for noise control, ventilation, and identify and control harmful substances such as asbestos and lead. We set standards in the form of guides to industry and as recommendations for upgrading the regulations. The staff advise workers, employers, and physicians on health concerns resulting from work and on how to prevent ill health. Where necessary, we enforce regulations.

Working Environment and Annual Goals

There is a continuous risk of ill health to workers in Saskatchewan. These risks change as industry brings in new chemicals and processes, and more knowledge is learned about the dangers of existing processes. Workers and employers ask for help to examine and control the risks at their place of work.

Goals are set to respond to these requests and to examine work practices which might be harmful. The workforce is informed of these dangers and what protection to take.

We also implement and enforce the Workplace Hazardous Materials Information System (WHMIS) requirements on suppliers in the province. This is to ensure that users of the materials are provided with adequate hazard information.

Since the number of requests was anticipated to be similar to previous years our goals were:

- 220 hygiene investigations in workplaces;
- 20 investigations of reported ill health; and
- 160 requests for toxicological information.

Other goals were to:

- Prepare or revise 12 guidelines on health related issues;
- Examine two industries where workers are exposed to lead;
- Establish spill response guidelines;
- Prepare methods for workers to examine their own office air quality; and
- Inspect 10 suppliers of hazardous materials.

Major Activities

There were 299 examinations of workplaces in 1991-92 compared to 221 in 1990-91. In addition, test equipment was sent to 60 offices for workers to investigate concerns they had about the workplace. This allowed branch staff to spend more time in industry.

The toxicologists responded to 175 requests for information in 1991-92 compared to 168 in 1990-91. We also produced documents related to:

- The safe use of pesticides;
- The hazards and control of blood borne diseases; and
- Care in handling chemicals when pregnant.

Hazards from lead exposures were examined in the battery industry, and in the soldering and brazing operations. Workers' blood was examined to determine the extent of exposure. Where higher than normal levels were found the workers were advised to consult their physician for further examination. The employers were advised of control measures.

The toxicologist saw the need for model spill response plans to assist industry. Guides were prepared for the electroplating and paint industries and for distributors of anhydrous ammonia.

Thirteen suppliers of hazardous material were inspected. The labels and the material safety data sheets (MSDS's) of 64 products were examined.

The laboratory was used to maintain and calibrate the equipment needed for collecting data from workplaces. There were also 1,018 samples examined for contaminants collected in workplaces. This compares with 710 for 1990-91. Approximately 15 per cent of the samples were for identifying asbestos.

Occupational Safety Services

Program Description

The Safety Services program assists in the reduction of worker injury and illness by inspecting workplaces to ensure compliance with *The Occupational Health and Safety Act* and Regulations. We are concerned with occupational health generally, as well as the maintenance of reasonable standards for the protection of the health and safety of workers and self-employed persons in Saskatchewan.

Program Delivery

The Safety Services program is staffed with 16 occupational health officers from various trades, four mines inspectors and three support staff. We promote health and safety in the workplace by identifying hazards during inspections. By working through occupational health committees where they exist, we assist workers and employers identify and correct these hazards. We give presentations to promote awareness, as well as instruct the workforce on safe work practices. We also investigate industrial accidents.

Working Environment and Annual Goals

The Safety Services Unit reviewed and monitored statistical information provided by the Saskatchewan Workers' Compensation Board. These statistics provide a tool for the unit to use in targeting high risk industry, occupations and to assist in coordinating inspections.

We set inspection objectives to respond to the needs of workers, employers and industry. This year, occupational health officers and mine inspectors targeted 5,000 inspection activities. We concentrated our efforts on high risk industries such as construction, forestry, petroleum and health care.

There were 245 new occupational health committees established. This represents 95 above target.

Major Activities

The unit:

- Conducted safety audits on employers identified by the Workers' Compensation Board as exceeding their industry assessments. Completing the audits and getting employers to commit has significantly reduced accident claims.
- Conducted 5,462 inspections/activities in 1991-92 compared to 4,141 in 1990-91.
- Initiated 22 prosecutions resulting in fines totalling $30,900.
- Concluded 101 accident/incident investigations.
- Increased the number of inspections in high risk industry by 25 per cent.
- Completed 108 occupational health and safety presentations and increased worker on-site training by 40 per cent.
- Administered 69 mine rescue examinations.
- Delivered 28 courses to explain *The Occupational Health and Safety Act*, and Regulations and Mine Regulations which 273 people attended.
- Delivered 12 survival training sessions for mine rescue instructors, coordinators, managers, rescue personnel and mine workers.
- Made 12 in-plant inspections of mine rescue training equipment and training facilities.
- Conducted two courses on Safe Handling of Explosives.
- Issued the following certificates as a result of training within the mines:
  - 247 Blasting
  - 3 Hoisting
  - 67 Supervision
  - 21 Radiation
  - 13 Supervision for competency in emergency rescue
  - 64 Mine Rescue and Instructor

Critical Assets of the Program

Staff involved in this program have diverse skills so they can assist employers resolve safety problems. Promotion of safety awareness leads to less risk of workers being injured.

Radiation Safety Services

Program Description

The program is responsible for protecting the public and occupationally exposed workers from unnecessary radiation from both ionizing and non-ionizing sources. We also provide medical physics services to small hospitals throughout the province. Officers are able to provide these activities by enforcing *The Radiation Health and Safety Act* and regulations. We also enforce federal regulations under the *Atomic Energy Control Act* and the *Radiation Emitting Devices Act.*

Program Delivery

The five physicists of this unit are trained professionals with expertise in radiation protection. We provide consultation to and educate users, owners and service engineers of radiation sources by promoting high standards and minimal exposure. Regular inspections of x-ray equipment, other radiation equipment and quality assurance procedures are carried out to ensure the safe and proper use of radiation. The officers, who are on 24 hour call to respond to radiation emergencies in Saskatchewan, also provide training seminars and courses for x-ray equipment operators and uranium miners. We also maintain a laboratory to ensure the proper calibration of radiation monitoring equipment, for wipe test analysis and for the readout of radon charcoal canisters. In order to deliver a unified program, we also liaise with other provincial and federal counterparts.

Working Environment and Annual Goals

There is an ongoing concern about radiation exposure in the province. Some of the concerns are real and others are perceived. Both must be addressed in a professional and caring manner. During the last few years several education and inspection programs have been implemented. The direction of the unit has been a cooperative team approach to reduce radiation exposure and concerns.

We set goals in response to the level of concern, the level of the hazard, and for anticipated future concerns. With the increase of one officer we anticipated the number of inspections would increase and some new projects would be initiated. New projects to be initiated were:

- A survey of electromagnetic fields from power lines;
- Monitoring of therapy ultrasound units;
- Comprehensive Quality Assurance (QA) program for Computer Tomography (CT) scanners; and
- Planning for the installation of the Magnetic Resonance Imaging (MRI) unit at the Royal University Hospital.

With a greater need for computers, we will replace the current portable computers. Data will then be transferred onto a more efficient system. We expected the new radiation risk estimates would recommend changes in the radiation dose limits for ionizing radiation. Therefore, changes to the draft *Radiation Health and Safety Regulations* would be necessary.

Other goals were:

- Working with Alberta and British Columbia in developing guidelines for naturally occurring radioactive material (NORM);
- Expand on 1990-91 study of outdoor radon levels; and
- Contract Canadian Institute for Radiation Safety (CAIRS) to do a study of the hazard associated with long term exposure to long lived radioactive dust in the uranium mines.

Major Activities

We were involved in many activities during 1991-92. They included:

- Completing a comprehensive survey of electromagnetic fields from power lines and presenting it at a conference in Saskatoon;
- Developing a protocol for monitoring therapy ultrasound equipment and initiating a monitoring program;
- Studying plans for CT quality assurance;
- Scheduling a training course on MRI in August 1992, and;
- Replacing the portable computers and starting to develop programs to enable computers to be used in the field.

X-ray inspections, consultations and investigations cover approximately 1,350 medical, dental, chiropractic and veterinary x-ray units. Officers also perform these services on various types of non-diagnostic x-ray units at universities and industrial workplaces. With the increase in officers, the number of formal inspections increased from 152 in 1990-91 to 275 during 1991-92. There were 133 inspections of hospitals and medical clinics, 54 inspections of dental offices, three veterinary offices, six chiropractic offices, 14 inspections of industrial users and 65 inspections of non-ionizing sources of radiation. We also maintained the postal quality assurance program where the unit mails a radiation dosimeter to the equipment user and the user does a prescribed test which is mailed back to the unit for analysis. The wipe test service and calibration service was also maintained.

With help from the Department of Justice, we drafted *The Radiation Health and Safety Regulations* to reflect the new internationally recommended dose limits. These are being readied for the regulatory review committee. The CAIRS study on long lived dust and the guidelines for NORM are well under way.

The Radiation Health and Safety Committee is established under *The Radiation Health and Safety Act*. Its members are health care specialists and people associated with radiation equipment.

The committee met twice during the year approved the new draft regulations and amendments under *The Radiation Health and Safety Act*. They also reviewed the operation of the Radiation Safety Unit. A report will be presented to the Minister in June 1992.

Pension Benefits

Program Description

The Pension Benefits Branch enforces the provisions of *The Pension Benefits Act* and regulations which apply to registered pension plans in Saskatchewan. The Act ensures fairness for individual pension plan members through provisions such as vesting and minimum employer contributions. It also promotes good management practices through rules on disclosure, funding, and the investment of assets.

Program Delivery

The Pension Benefits Branch consists of one superintendent, one assistant superintendent and one support staff. We deliver the program in the following ways: ensure that the plans registered with the branch comply with the standards established by the Act; review actuarial valuations and other information to confirm that the plans are being funded on a solvent basis; scrutinize the distribution of plan assets on the termination of a plan; investigate complaints laid by plan members or former members about the administration of their plan; recommend changes to *The Pension Benefits Act* and regulations; participate in intergovernmental discussions and negotiations on pension matters; advise the government on retirement income matters; consult with interest groups on pension issues; and promote an understanding of *The Pension Benefits Act*, specifically, and pension matters, generally, by distributing educational materials.

Table 8 illustrates features of the public and private sector pension plan membership in Saskatchewan. The table includes statutory public pension plans not subject to *The Pension Benefits Act*.

Working Environment and Annual Goals

In 1981 the federal and provincial governments identified shortcomings in private pension plans and, on a consensus basis, agreed to the reform of pension plan regulation. Saskatchewan took the lead in 1981 in establishing new standards for pension plans. However, in the last decade, the province has fallen behind the pace set by other jurisdictions.

A key objective of the 1991-92 fiscal year was to introduce amendments to *The Pension Benefits Act* to meet Saskatchewan's commitment to the federal-provincial consensus on pension reform.

Although a significant amount of research work was conducted, legislation was not introduced. The government determined that an external consultation process was desirable in reviewing and preparing amendments. That consultation process began late in the year under review.

Major Activities

During the 1991-92 fiscal year, 22 new pension plans were registered, 147 amendments to existing pension plans were approved, 430 annual information returns were reviewed and 49 plans were terminated. Table 9 provides a five year statistical review of these activities.

The branch produced two information circulars for plan administrators:

"*The Pension Benefits Act* – Provisions for Its Administration and Objectives" and "Minimum Standards for Vesting and Locking-in".

The Pension Benefits Act Review Panel was established to make recommendations with respect to amendments to the Act. To assist in the review process, the panel invited submissions from interested individuals and organizations as well as the public. The panel will present its report to the Minister of Human Resources, Labour and Employment on April 30, 1992.

Program Finances

See page 22 for financial information.

Table 8

Selected Features of Pension Plan Membership by Sector, Contributory Status and Sex, March 31, 1992

Sector	Total	Male	Female
Both sectors	165,783	91,796	73,987
Contributory	136,873	70,225	66,648
Non-contributory	28,910	21,571	7,339
Public sector	97,433	46,560	50,873
Contributory	97,323	46,451	50,872
Non-contributory	110	109	1
Private sector	68,350	45,236	23,114
Contributory	39,550	23,774	15,776
Non-contributory	28,800	21,462	7,338

Source: Saskatchewan Human Resources, Labour and Employment, Pension Benefits Branch files.

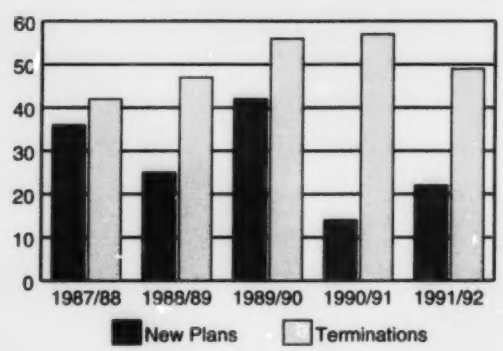
Table 9

Five Year Statistical Review of Registration, Reporting and Plan Wind-Ups March 31, 1992

Fiscal Year	New Plans Registered	Plan Amendments Registered	Annual Information Returns Reviewed	Plan Wind-Ups Approved
1987/88	36	130	531	42
1988/89	25	167	524	47
1989/90	42	186	510	56
1990/91	14	178	449	57
1991/92	22	147	430	49

Source: Saskatchewan Human Resources, Labour and Employment, Pension Benefits Branch files.

Figure 11
Plan Registrations and Terminations, 1987-88 to 1991-92



Source: Saskatchewan Human Resources, Labour and Employment, Pension Benefits Branch files.

Workers' Compensation and Occupational Health and Safety Review

Program Description

The three member staff of Workers' Compensation and Occupational Health and Safety Review:

- Provide research and administrative support for the Workers' Compensation Act Review Committee, the Occupational Health and Safety Council and the Farm Safety Advisory Committee; and
- Review amendments to the *Occupational Health and Safety Act* and regulations.

Program Delivery

Public consultation is a priority for the review programs.

The Workers' Compensation Act Review Committee. The Workers' Compensation Act Review Committee was established in 1991 under section 126 of *The Workers' Compensation Act* to review and report on any matters concerning the Act and regulations. The Committee placed advertisements in city newspapers throughout Saskatchewan and sent over 1,400 letters to agencies and injured workers requesting their participation.

The Committee received an excellent response. Over 350 injured workers, employers, unions and other agencies took advantage of this opportunity to comment on the compensation process. They gave 305 oral presentations during 17 days of public hearings in Saskatoon, Regina, Prince Albert, Yorkton, Estevan, Moose Jaw and presented 212 written briefs.

The Committee intends to report on most issues by August 1992.

The Occupational Health and Safety Council. The Occupational Health and Safety Council was established under section 9 of *The Occupational Health and Safety Act*. It represents labour, employers and agriculture and advises the Minister on occupational health and safety matters.

The Council is reviewing proposed amendments to *The Occupational Health and Safety Act* drafted in response to Council's November 1989 report following public hearings.

The Farm Safety Advisory Committee. The Farm Safety Advisory Committee, established in 1990 in response to a recommendation in the Occupational Health and Safety Council's report, has completed an interim report on the health and safety of farm people. The report was circulated to agricultural associations and agencies for comment and a final report will be presented to the Minister by June 1992.

Working Environment and Goals

During the 1991 year, 32,452 non-farm workers claimed compensation for an injury. In 12,923 claims, the worker was unable to attend work the following day. Forty fatalities were accepted by the Workers' Compensation Board during the year and $122 million was paid out in compensation, medical expenses, rehabilitation and administrative costs.

There were 82,000 people who derived their livelihood from farming. Approximately 22 per cent, or 18,000, were paid employees. In 1991, 14 people were killed on farms.

Our goal is to work with labour and employers to review, and where necessary recommend changes to, the occupational health and workers' compensation legislation. We want to reduce injuries and provide fair benefits for workers who are injured.

Department Financial Overview

Table 10
Department Financial Overview, 1991-92 to 1992-93

	1991-92 Forecast*	Person Years	1991-92 Actuals*	Person Years	1992-93 Budget*	Person Years
Administrative Services	1,631	27.0	1,517 *1	26.8	1,355	23.0
Labour Relations	990	16.9	973	17.3	1,263	19.4
Employment Opportunities	824	12.1	774	8.3	707	13.1
Labour Relations Board	439	5.0	432	5.2	445	5.0
Labour Standards Branch	1,033	23.1	995	23.6	1,239	25.0
Pension Benefits	136	3.0	136	2.9	191	3.0
Occupational Health	3,294	51.0	3,202 *2	50.5	3,462	51.0
Disabilities Directorate	314	5.0	269 *3	1.8	241	4.0
Immigration Services	317	3.0	261 *4	2.0	317	3.0
Payments to Sask. Property Management Corp.	1,045	N/A	1,001	N/A	843	N/A
Members, Exec. Council	22	N/A	22	N/A	N/A	N/A
Sask. Opportunities	1,880	N/A	1,885	N/A	1,880	N/A
Total Department	**11,985**	**146.1**	**11,467**	**138.4**	**11,943**	**146.5**

* thousands of dollars

Variance explanations:

*1 Expenditures of the Workers' Compensation Act Review was less than estimated.
*2 Salary savings due to staff turnover.
*3 Salary and operating savings due to staff turnover.
*4 Salary and operating savings due to staff turnover.

Significant revenue:

The key revenue items were:

- Reimbursement from W.C.B. for Occupational Health and Safety Branch - $4,463,000.
- Reimbursement from W.C.B. for Worker's Advocate - $436,000.
- Reimbursement from W.C.B. for Workers' Compensation Act Review Committee - $72,000.
- Pension Registrations: $199,000.

Significant financial commitments:

- Payment was made for a Program for Older Worker Adjustment (POWA) regarding Simpson Timber in the amount of $228,000.
- Payment was made to Canadian Institute for Radiation Safety (CAIRS) for work regarding Mine Safety Radiation, in the amount of $90,000.

Significant assets:

- The department has two key asset items; one is its computer hardware and software, which is valued at $850,000. The second item is its Radiation and Hygiene laboratories and equipment, which is valued at $950,000.

Key Objectives For 1992-93

Legislative Initiatives

Provide support to review process, and propose amendments to the following legislation for introduction in the Legislature:

- *The Pension Benefits Act*
- *The Occupational Health and Safety Act*
- *The Labour Standards Act*
- *The Trade Union Act*
- *The Workers' Compensation Act*
- *The Construction Industry Labour Relations Act*
- *The Radiation Health and Safety Act*

Client Services

Implement comprehensive strategies to improve delivery of services in the following program areas:

- Labour Standards
- Occupational Health and Safety
- Office of the Worker's Advocates

Social Policy Initiatives

Develop comprehensive strategies for Cabinet consideration, and implement as directed:

- Immigration
- Employment Equity
- Job Creation
- People with disabilities
- Industrial peace
- Minimum wage

Management Initiatives

Provide managerial leadership to achieve departmental targets/objectives in:

- Expenditures and revenue
- Staff development
- Employment Equity
- Computer technology plans
- Communications

Appendix

Legislation Administered by Saskatchewan Human Resources, Labour and Employment

The Building Trades Protection Act
The Employment Agencies Act
The Fire Departments Platoon Act
The Human Resources, Labour and Employment Act
The Labour Management Disputes (Temporary Provisions) Act
The Labour Standards Act
The Occupational Health and Safety Act
The Pension Benefits Act
The Radiation Health and Safety Act, 1985
The Trade Union Act
The Victims of Workplace Injuries Day of Mourning Act
The Wages Recovery Act

For more information,
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